

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 11/16/2004	EMS 11/16/2004	EMS 9/9/2008	DGC 9/9/2008

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Revision no. 3

Work Instruction Procedure

WIP 7-1 Lead Recycling Procedure

This is a printed copy of the original and will not be kept up-to-date.

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Areas of application:	Department of Public Works and Utilities Shop Complex			

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Warning!

The information in this document may be out of date and should be reviewed.

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Distribution list:

Current revision no.:3

Revision schedule

Rev. no.	Date	Description
1	11/16/2004	changed format
2	9/12/2006	added 3.1.1 ;3.2.1 and 6.2
3	9/9/2008	amended 3.2.1

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WIP 7-1 Lead Recycling Procedure

1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Lead.

2.0 Scope

- 2.1 This WIP applies to all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of lead recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibilities

- 3.1 The EMS Team
 - 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning, as need, personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
 - 3.2.1 Are responsible to participate in the recycling effort.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 All lead items ie, wheel weights, lead goosenecks, etc. shall be stored in designated area until collected for recycling.
- 5.2 All lead shall be taken to authorized recycling center

6.0 References/Related Documents

- 6.1 Environmental Management Program in Record Registry
- 6.2 Recycling Receipts